

Weekly Report for Week Ending 12 February 1958  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 32 actions requiring the printing of 403,000 copies or sets of blank forms. This represents a decrease of 6 actions and a decrease of 150,350 copies compared to last week.
- (2) Twelve new and five revised forms were approved.
- (3) One form was redesignated.

b. Intangible

- (1) In connection with the Forms Survey being conducted in the Printing Services Division, two additional forms have been developed, approved, and released for printing.

2. Assignments

a. Active

- (1) Sixteen new and five revised forms are pending.
- (2) Two Employee Suggestions are being evaluated.

3. News

- 25X1A5a1
- 25X1A9a
- a. Proof copies of the Dispatch Forms 53 and 53a were approved today 25X1A9a and returned to PD/OL via A/EXO/DD/P. Mr. [REDACTED] advised today that the supplier, [REDACTED] couldn't change the record 25X1A9a copy from yellow to white paper as requested by Mr. [REDACTED] because the yellow paper had already been bought. I passed this information on to Mr. [REDACTED]. Specifications <sup>2A</sup> the dispatch sets containing a ditto master are being changed to cut the number of parts in the set and to meet special DD/P machine requirements. Bid invitations for fourpart sets have been cancelled pending development of the new specifications.
  - b. A new Fitness Report is in the mill in Personnel and will soon be forwarded to us for design and printing. Changes are drastic. The new form will be cut in size to one page front and back, plus a sheet of instructions. Employees will also be given a change to see supervisor's evaluations of their potential, as well as performance. This is an outstanding improvement!

25X1A9a

- c. I coordinated a proposed Army version of a common Information Report Format with Mrs. [REDACTED] ACSI, DA. While further changes must be made to meet Army's peculiar needs, we are closer now than ever before to agreeing on a compatible format.
- d. Mr. N. O. Couvillon, Esso Standard Oil Company, Baton Rouge, Louisiana, has been invited to address the 16 May IRAC meeting.

[REDACTED]

25X1A9a